



## SECRETARY

### Characteristics of Work

This is entry-level secretarial work. The incumbent functions as the principal clerical support to one individual and, in some cases, to the subordinate staff of that individual, normally at the branch level of the organization. The work is routine or repetitive and follows clearly prescribed clerical practices involving straightforward application of readily understood rules and procedures. Comprehensive, detailed instructions or directions are received from the immediate supervisor. Contacts with persons within and outside the agency are frequent and involve the exchange of routine, factual information. The incumbent does not usually exercise supervision over subordinate employees.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Maintains a filing system of correspondence records, reports, and other requested information from the file as needed.

Routes correspondence and other materials by name, place or functional area.

Places local and long distance telephone calls; refers incoming calls and visitors to the appropriate person or functional area.

Types non-technical letters, memos, reports and other similar documents from longhand or shorthand notes or typed or printed copy requiring a knowledge of spelling, punctuation, and syntax sufficient to identify and correct grammatical errors, making independent decisions regarding format and arrangement.

Performs related or similar duties as required or assigned.

### Essential Functions

**Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.**

1. Maintains filing system and records according to established procedures.
2. Types non-technical letters, memos, reports, and other similar documents.
3. Receives, evaluates and routes incoming calls and visitors; places outgoing calls.
4. Reviews and routes correspondence, reports and other materials.
5. Gathers and verifies data; prepares simple summaries and reports when requested to do so.
6. Maintains calendar for supervisor.

### Minimum Qualifications

**Sedentary Work:** May occasionally walk or stand and/or occasionally move light objects, materials, etc.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Field of vision:** Ability to observe an area up or down/left or right while eyes are fixed on a given point.

**Accommodation:** Ability to adjust focus.

**Color vision:** Ability to identify colors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk; stand; and stoop, kneel, crouch, or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

### **Experience/Educational Requirements:**

**Education:**

Graduation from a standard four-year high school or equivalent (GED).

**AND**

**Experience:**

At least six (6) months of experience in work performing the above described duties.

**Substitution Statement:**

Related education and related experience may be substituted on an equal basis.

### Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.